

RESUME TEMPLATE INSTRUCTIONS

Facilitator's Guide

This electronic resume template is designed to be used in conjunction with the Pick Up and Go Kit “*Get Noticed: Resumes that Work*” along with the accompanying Hand Out 3 “*Resume Template Working Copy*”.

Note: to maximize student efficiency in a computer lab the “Resume Template Working Copy” should be filled out completely.

- Hand Outs 2A and 2B, “Resume Samples”, of the “Get Noticed: Resumes that Work” Pick Up and Go Kit provide examples of the formatting created by using the electronic template. By providing one or both of these examples the students can see how the information is organized within the template.
- In the template, information written in regular font serves as a prompt for the information to input off the “Resume Template Working Copy”.
- Instruct students to highlight over the regular font prompt and input the information they have written on their working copy to replace.
- Wherever there is text in **BOLD** the students leave that text as is with the following three exceptions. In these cases the student highlights over and uses the bold text as a prompt.
 - **NAME** at the top of the resume
 - **Job Title** in the “Work Experience” section
 - **Name of Skill** in the “Demonstrated Skills and Abilities” section
- So that there are no visible blank sections, if a student has no information to input in a particular row of the resume they should delete that row/section in entirety.
- Hand Out 4, “Resume Checklist”, can be distributed to students as a means of self-checking the information they have put into the template before printing.
- The grey grid lines will not show when the resume is printed.
- It is recommended that students also save their resume on a portable device for future use.